

# Memo

**To:** Chevy Chase Village Board of Managers  
**From:** Michael Younes, Director of Municipal Operations *[Signature]*  
**CC:** Shana R. Davis-Cook, Village Manager  
**Date:** December 31, 2013  
**Re:** Village Hall Use for December 2013

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Below is a chart that reflects the type and frequency of events held in the Village Hall for the month of December 2013.

Type of Event	Number of Uses	Total Net Revenue
Rentals (Private Events) —Dinner Reception and 2 Memorial Services	3	\$1,150.00
Community Use— Board of Managers Meeting, Budget Committee Meeting and Building Code Review Committee Meeting	3	\$0.00
Fee Waiver Use/Public Use— 2 Chevy Chase @ Home's Meet and Mingle Events, Event, Section 5 Meeting and Garden Club Meeting	4	\$0.00